

**MONKLEIGH PRIMARY SCHOOL**  
**MEETING OF THE FULL GOVERNING BODY: Wednesday 20<sup>th</sup> Sept 2017 – 15:45**  
**MINUTES**

date produced: 20/09/2017

In Attendance:

Name		Gov Type	Term of office exp	*	Name		Gov Type	Term of office exp	*
Mrs Marci Baxter	MB	Parent	19/11/18	*	Mrs Marie Jones	MJ	Co-opted	25/03/19	*
Rev. Lynne Burgon	LB	Co-opted	05/06/21	*	Mrs Martha Kingdon	MK	Co-opted	18/04/21	*
Mr David Butler	DB	Co-opted	16/06/19	Ap	Mrs Bethany O'Donoghue	BO'D	Staff	30/09/20	Ap
Mr Brian Evans	BE	Parent	24/11/19	*	Mrs Leah Paiano	LP	LA	24/11/19	*
Mrs Jess Gierke	JG	Parent	10/02/20	*	Mrs Karen Reeves	KR	Head	Ongoing	*
Mr James Hogan	JH	Co-opted	05/06/21	*	VACANCY		Co-opted		

Also present:

\* Present (P), Apologies (Ap), Absent (A)

Mrs Di Beer	LDB	Clerk (& Administrator)		
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AGENDA	
1	Welcome and Apologies
2	Declarations of Interest
3	AGM – Election of Chair
4	AGM – Election of Vice Chair
5	Register of Business Interests
6	Disqualification by Association
7	Minutes of meeting 12/07/17
8	Matters arising from minutes
9	Terms of Reference:
10	Link Governors
11	Cyclic Calendar
12	Governor Vacancy
13	School Development Plan
14	Excellence For All
14A	Pre-school
15	Policy adoption / review
16	FGB & Committee meeting dates for this year.

## MINUTES

Ref:	Item:	Action & Completion Date
1	Welcome and Apologies	
	LP welcomed all to the meeting. Apologies had been received from Mr Butler (currently out of the country) & Mrs O'Donoghue (maternity) – unanimously accepted.	
2	Declarations of Interest	
	None received. LP pointed out that an agenda item had been added (14A) regarding the pre-school – MK to declare an interest and leave the room at that point.	
3	AGM – Election of Chair (chaired by Clerk)	
	LDB informed the FGB that one nomination for Chair had been received from Mrs Paiano. No further nominations were made at the meeting. MJ proposed, JH seconded that she be appointed – FGB unanimous. Clerk to submit form H to Governor Support.	LDB
4	AGM – Election of Vice Chair (chaired by LP)	
	Nominations were requested for the position – Clerk confirmed that none were received prior to meeting. MJ proposed, LB seconded that Mrs Baxter be appointed – FGB unanimous. Clerk to submit form H	LDB
5	Register of Business Interests	
	Forms were updated / signed by all governors present – DB & B O'D to complete in due course	DB / B O'D
6	Disqualification by Association	
	2017-2018 forms distributed to all at meeting - signed and returned by all present. DB/B'OD to sign	DB / B O'D
7	Minutes of meeting 12/07/17	

*Governing bodies' core functions:*

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
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	Previously distributed minutes were unanimously approved and signed as a true record of the meeting.						
8	Matters arising from minutes						
	LP talked through the action list and requested updates:						DB  LB MB KR/DR KR
4	Investigate further covered area (Class 1)	KR/caretaker	KR confirmed carried out.				
5	<b>DB approach new Monkleigh resident (accountant)</b>	DB	DB not present at meeting – carry forward				
6	Book Governor Training	LDB	LDB confirmed booked as requested				
7	Chair / Vice-chair nominations to clerk	All govs	Done				
8	Think about committee membership	All govs	Done				
9	Writing of new School Improvement Plan Letter of congratulations to school staff <b>Investigate newspaper publicity</b>	KR LP KR	Done Done Crosslet contacted				
11	Restrictive Covenant obtain info	All govs	LP has tried – ongoing				
11 b	Find out about associated trust for funding Bridge Trust funding application <b>Benchmark children re assessment</b> <b>Advertise Pilot Back-filling role</b>	LB MB KR/BO'D KR	To do - carry forward Form submitted – MB to follow up KR confirmed now Donna Richards responsible Done – F Tolson employed				
14	Update curriculum folder to include Islam	KR	To do – carry forward				
17	Find out about Allegations policy		Done and reported to govs – July '17				
9	Terms of Reference:						
	Governors discussed terms of ref and agreed upon the following:						
	Resources	Performance & Pay	Teaching & Learning	Headteacher's Appraisal	Safeguarding	First / Hearings	Second / Appeals
	M Baxter	M Baxter	D Butler	B Evans	J Gierke	B Evans	M Baxter (chair)
	L Burgon	L Burgon	J Gierke	J Gierke	B Evans (dep)	J Gierke	D Butler
	B Evans (Chair)	B Evans (Chair)	J Hogan			J Hogan	L Burgon
	L Paiano	L Paiano	L Paiano			L Paiano (chair)	Vacancy
	K Reeves		K Reeves				
			Chair TBC				
	Clerk – LDB	Clerk – LDB	Clerk – LDB			Clerk – LDB	Clerk – LDB
10	Link Governors						
	Governors discussed links and agreed upon the following – visits to be arranged:						MB, LB, DB, BE, JG, LP
	<u>Pre-school</u> L Burgon	<u>Class R</u> J Gierke	<u>Class 1</u> B Evans	<u>Class 2</u> M Baxter	<u>Class 3</u> D Butler	<u>B&amp;T Club</u> L Paiano	
11	Cyclic Calendar						
	To move to next FGB agenda						LDB
12	Governor Vacancy						
	Clerk had asked governors to consider potential new governors. After brief discussion it was agreed to wait for update from DB regarding the person he was going to approach						DB
13	School Development Plan (Previously distributed to all governors)						
	<p>KR explained that there are a lot of things that 'roll on' from year to year. New things that have been highlighted and added to the plan are shown in bold (eg items that were raised at the most recent Ofsted visit etc.)</p> <p>She informed the FGB that there are various training courses that have been booked for staff – the new role that governors approved in July has been created. MJ is to continue her "TLC" work (equivalent of "Thrive").</p> <p>Class 2 is piloting weekly Forest school sessions throughout the whole year.</p> <p>KR advised that the SDP is a working document, and will be updated throughout the year.</p> <p>LB – Does the Headteacher's Report refer to the SDP</p> <p>KR – Yes – a proforma is followed when producing the H/T report. New items will be added to the SDP throughout the year to keep it a manageable document.</p> <p>JH – Pointed out that the first bullet point is repeated on numerous outcome targets – why?</p> <p>KR – explained that it appears on all targets as the role in question is linked to 'academic', 'Teaching &amp; Learning', 'Behaviour' and 'Safety'. She explained that she will be managing the roll as governors need</p>						

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	<p>to be able to see an impact.  LP thanked KR for the work put into the SDP.  KR informed the governors that the member of staff employed for the pilot role is currently on less hours than originally approved by the governors – KR will be keeping an eye on the budget.  JH – There was a big discussion on the role at the last meeting – what was the outcome?  KR – hours initially contracted are 4 afternoons and 1 full day per week – governors did approve more than this. She advised that the governors did talk about ‘back-filling’ at times.  MJ – The situation needs time to settle into place (to determine where the requirements lie).  LP – A ‘cluster’ is trying to obtain a group price for “Thrive”</p>	
14	Excellence For All	
	<p>KR showed the governors the document on the interactive screen. She explained that it is a Self Evaluation tool produced by Babcock. All schools have to complete and submit. Data is self populated by Babcock – KR has completed the rest of it.  KR requested that Governors look at the governor section or the self evaluation in greater detail. At present KR has assessed as good or outstanding.  LP – The governor section could be used as self evaluation tool for the FGB – to add to cyclic calendar. It is a fair assessment, and ties in very much with Ofsted findings  JG proposed, LP seconded – submission unanimously approved. KR to submit.</p>	LDB KR
14A	Pre-school ( <i>MK declared an interest and left the room</i> )	
	<p>LP &amp; LDB explained that they had attended a Bursar Briefing earlier in the day – Warren Smart (DCC School Finance Accountant) &amp; Fran Butler (Early Years and Childcare Sufficiency Lead) had been among the speakers present.  At the briefing it had been made very clear that <u>Governors are liable for any pre-school or B&amp;T Club overspend at end of year.</u>  When LP had requested what this meant it was confirmed that advice had been sought by DCC finance from the DCC legal team, who had confirmed that they (DCC Legal Team) will pursue governors individually to reclaim the debt. Governors to be aware.  LDB explained that the yurt (now being used for Class 1) was paid for from the pre-school fund – DCC could be contacted to discuss / move this expense to either fund 02 (Capital) or fund 01 (School Budget Share) – however she warned that this would have a knock-on effect on the existing carry forward(s) of those funds, therefore affecting the budget that had been approved by governors.</p>	
	KR – with current child numbers – 2 members of staff and 1 bank staff would be sufficient. Hours may need to be adjusted.	
	JH – Asked for clarification on the situation of the 3 year financial recovery plan that has had to be submitted to county. LDB to contact Warren Smart to clarify what is scrutinized with a 3 year plan and what happens next etc.	LDB
	LP – Could the school rent the yurt from the pre-school?	
	<p>LP &amp; LDB summarised the suggestions made by the speakers at the briefing including:</p> <ul style="list-style-type: none"> <li>• Pre-school not to run on days when not financially viable – suggested run 3 days per week</li> <li>• Pre-school to be privately run on school premises, with rent being paid</li> <li>• Opening all year round rather than term-time only</li> <li>• Foundation Stage Unit with ‘full time’ teacher overseeing (LP/LDB had explained to FB &amp; WS at the briefing that teacher not full time)</li> <li>• Encourage more take up of 30 hour funding</li> </ul>	
	LP confirmed that the pre-school is governor run in the eyes of DCC. Staffing rates and pupil numbers need to be able to be explained to DCC.	
	JH – Why does this not also apply to the school? (Fund 01) LP / LDB – because the pre-school is governor run – it is not statutory and it was governors’ decision to start it.	
	JH – Can we recruit more children? KR – Pre-school already working hard at recruiting – numbers are due to increase in Jan. Preschool staff proactive in recruiting more children and trying to raise funds.	
	MB asked for clarification of opening times KR - 8:00 – 5:30	
	BE – regarding 3 year recovery plan – implies that there are 3 years to turn the situation around. If	

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	this is not the case – how long? LDB to email W Smart and ask for clarification. KR & LDB to re-do the 3 year plan and submit – to then take to Resources committee	LDB / KR						
	LP – 3 members of staff needs to stop. Governors need to be monitoring the 'in year' position, and not take any positive carry forward into account.	All gobs.						
	LB suggested 'weathering the storm'. KR stated that the pre-school staff cannot do more.							
	LP – proposed that KR & BE meet with pre-school leader to assess figures and staffing. LP – requested that Resources committee meet soon after to discuss findings.	KR/BE Resources						
	KR & LDB to respond to W Smart's request for re-submission of plan with additional details and to re-submit – to also request clarification on time scale for recovery.	KR / LDB						
EXTRA	KR asked governors to consider the opening of a 'Café' to bring funds in to school. She explained that the kitchen manager has a 'dead hour' between 2:15 & 3:15 pm. She informed the governors that the project would be self-funding, with any profit coming in to the school. She explained that she has asked the caretaker to give an estimated price of covering the area between the school and the staff room to create a café serving tea, coffee, juice, biscuits, tray bakes etc, MJ – would this be under the umbrella of the school or a separate thing? KR confirmed that it would be the school – money from the cafe would go back into the school. BE – A nice idea, but would the school get its money back? MJ – Staff on a contract? KR – no – casual / supply JH – Would there be any issues with having parents wandering around the school? BE – What about staff needing to use the staff room? MB – Would it run for just 1 hour? Will this have an impact on B&T Club? KR – parents know that B&T Club and its resources are for the children who are paying to go to B&T Club. LP – Caretaker has roughly priced the project and estimates a £600-£700 outlay. A lot of tea and coffee would need to be sold to cover that cost. KR – The cost could come from PE/Sport funding as the covered area could also be used for PE when wet overhead. JG – A good idea – the breakfast some time ago was really successful – a good way to make money. LP – Drinks sold in disposable cups etc to see how popular it is before outlaying for a covered area. JG – suggested Bacon Rolls in the mornings. KR advised that the kitchen manager doesn't start until 9:30 in the mornings, and starting early to do bacon rolls would not making use of her 'dead' hour. After further discussion it was agreed that a 'take-away' cafe be trialled with the only outlay being disposable cups etc.							
15	Policy adoption / review							
	LDB apologised for not having prepared the necessary policies for adoption / review – to take to next meeting.	LDB						
16	FGB & Committee meeting dates for this year.							
	Dates were set for the next meetings – dates for rest of year to be set at those meetings.							
	<table border="1"> <thead> <tr> <th>RESOURCES</th> <th>TEACHING &amp; LEARNING</th> <th>FULL GOVERNING BODY</th> </tr> </thead> <tbody> <tr> <td>10 Oct - 15:45</td> <td>1 Nov – 15:45</td> <td>22 Nov – 15:45</td> </tr> </tbody> </table>	RESOURCES	TEACHING & LEARNING	FULL GOVERNING BODY	10 Oct - 15:45	1 Nov – 15:45	22 Nov – 15:45	
RESOURCES	TEACHING & LEARNING	FULL GOVERNING BODY						
10 Oct - 15:45	1 Nov – 15:45	22 Nov – 15:45						

There being no further business, the meeting was declared closed at 17:50.

Signed as true: \_\_\_\_\_  
(Chair of Governing Body)

Date: \_\_\_\_\_

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# Action plan from FGB meeting 20/09/2017

Ref	Action	By Who	By When	Date Completed
3	Forms 'H' to be submitted for elected Chair / Vice-Chair	LDB	ASAP	
5/6	Business Interest & Disqualification by Association forms to complete	DB / B'OD	ASAP	
8	(5) – Approach new Monkleigh resident who is accountant	DB	ASAP	
	(11) – Restrictive Covenant – obtain info if possible	All gavs	Ongoing	
	(11b) - Find out about associated trust for funding (11b) - Bridge Trust funding application – follow up <b>(11b) - Benchmark children re assessment</b>	LB MB KR/D Richards	ASAP	
14	Update curriculum folder to include Islam	KR	ASAP	
10	Link Governors – to arrange visits	MB, LB, DB, BE, JG, LP	Ongoing	
11	Cyclic Calendar – All gavs to consider. LDB to add to next agenda	All gavs / Clerk	Nov '17	
12	As 8 (5)	DB	ASAP	
14	Excellence for All – KR to submit – Clerk add to cyclic calendar	KR / LDB	ASAP	
14A	3 year plan queries – respond to W Smart	KR / LDB	ASAP	
	Clarify what is scrutinized on 3 year plan / find out if there are 3 years to 'turn around' the situation. LDB to email W Smart	LDB	ASAP	
14A	Governors to regularly monitor in-year position of fund G122	All Gavs	Ongoing	
14A	Head / Chair of Resources / Pre-school meet to assess roll & staffing	P/S Lead, BE, KR	ASAP	
14A	Prepare policies (overdue) for next meeting	LDB	ASAP	

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